GRANT COUNTY BOARD OF COMMISSIONERS MEETING MINUTES

Week of March 20 – March 26, 2023

Commission Chambers 35 C Street NW Ephrata, WA 98823

Public meetings were held in person with a WEBEX Conference Call/Video option available.

MONDAY, MARCH 20, 2023

The Grant County Commissioners session began at 8:30 a.m. with Commissioners Jones and Stone in attendance. Commissioner Carter was at a County Clerk's Spring Program in Richland.

8:30 a.m. – 9:30 a.m.

S Fode, New Hope Update

- Shelter Update
- Lead Advocate Stipends: Band 7 step 7 with stipend until March 4. Band 9 step 5, no stipend effect 3/5.
- Lights on Courthouse in April (blue-CAPM (first week of April), teal-SAAM (third week of April)
- Sexual Assault Awareness Month (SAAM) and Child Abuse Prevention Month (CAPM)
 Proclamations (to be signed at the 2/28/23 Consent Agenda)
- Harvest of Hope Comedian (November 2)
- New Hope ARPA requests

9:30 a.m. – 10:30 a.m.

B Vasquez, Clerk of the Board Update

- Annual Retreat Discussion: Clerk of the Board given direction.
- WMCA After Conference Review

10:30 a.m. – 11:30 a.m.

K Smith, Accounting Update

- Payroll: memorandums for Renew incentive payments, did not have the proper amount. Rachel got documentation for the difference and where funding is coming from.
- Capital Outlay End of Year Cutoff: Emili would like to have credit card usage for capital purchases only, move up due date to the end of November.
- Accountability Audit for 2020/2021 is still ongoing. Continued review of Sheriff's Office.
- Credit Card usage is increasing. Another increase will be potentially needed. Increased Amazon spending and capital expenditure purchases.
- County Wide Cost Allocation Plan: Currently being completed by Human Resources/Technology Services/Facilities and Maintenance all offices should be completing this.
- GP Access for employees
- Budget Extensions aren't being processed for current expense as the fund may not be needed at year end. Accounting is keeping a list to make sure the Commissioners keep an eye out.
- Budget call, verbiage about new positions. Re-educate elected official and department heads.

- Budget Meetings in November: Position management discussion, expenses, revenues. All day
 meetings are a lot, shorter days over a longer period of time. Send out email to find out how
 much time they need, pre-budget meeting/budget meeting/post-budget meeting.
- Public Works uses a different budget template than accounting.

11:30 a.m. – 12:00 p.m. J Kriete, Sheriff's Office Update

- Warden Lake Petition: There are very narrow areas of the lake. Accessibility for Sheriff boats to enforce will be an issue. The Sheriff will schedule a boat tour of the area.
- Staffing: Would like to add two more corrections officers to the courtrooms. In the future, he foresees needing more staff when the new jail opens.
- Utility Deputy requirement/training may need to change into a fully commissioned deputy.
- Catalytic Converter seizure, 824 lbs worth.

1:00 p.m. – 2:00 p.m.

Commissioners Roundtable – Misc. Discussion

- Review of Consent Agenda Items
 - Public Works Item 11: Bridge 248 is to establish the CRP in order to bill employee time.
 Senator Murray's Office reached out for a meeting to discuss a potential new funding opportunity. Grant/Adams Counties recommend maintaining their course of funding request of CDS guaranteed funding. The Commissioners approved this recommendation.
 - o Renew Items 14, 15, 17, 18: This funding will come from ARPA funding along with other suicide prevention funds.
 - o Renew Item 20: Only 1 bidder responded.
 - Sheriff's Office Item 22: Renaming of two parcels at the Sand Dunes. Matt Hope of the Assessor's Office found two deeds stating the deeds are to the County, not the Sheriff's Office. This item can be removed from Consent and the paperwork can be fixed on the Assessor's end.
 - Commissioner Item 3: July 29 is the preferred date and approved. Facilities and Maintenance gives their blessing.
- Commissioner District Updates
 - O District 2: Rob had many water update meetings. Met with private companies wanting solar; Law Tac meeting with Juvenile and transportation concerns with Soap Lake.
 - District 1: Danny discussed a DSHS General Services Agreement relating to a COVID vaccination requirement. Danny took this to the Legislative Steering Committee meeting and many hadn't heard about this. #32 is the key point on this matter.
- Tourism Commission Marketing Director (jg): Bill Burke/Burke Marketing gave his resignation effective 4/28/23, the county will need a new marketing plan and coordinator. The Prosecuting Attorney's Office will look into the bid requirement, but Rebekah Kaylor does not believe that is necessary. Jim McKiernan recommended someone that is used in Spokane County.
- Chief for the Day (6/8/23) GCSO would like a commissioner to attend (jg)
- Youth Services Covered Bench, Lighting and Camera (rj): Sheriff is not supportive of this idea. Suhail will work with Maintenance to get a budget together.
- Credit Card usage at the end of the year.

- Rob stated the Board met with Accounting to discuss the credit card limit and how it will
 potentially need to be increased again.
- Credit card capital purchases: accounting is asking that final expenses be placed on credit cards by the end of November, in order to be paid by end of December.
- Position Management within the budget process, education will be forthcoming.
- Larger budgets will be given more time at the budget meeting time in November.
- Meeting with museum 3/21/23.
- Accessory Dwelling Unit (ADU) legislation is moving forward, except the bill that WSAC supported has died.

2:00 p.m. – 3:30 p.m.

K Eslinger, Human Resources Update

Discussion Items					Request	Action
01. Organizational Structure					Direct	Board Declined to Provide Direction.
02. Public Works Staffing Levels					Direct	Board Declined to Provide Direction.
Authorization Requests					Request	Action
03. PAR – Brittany Bevier					Sign	Board Signed - Copy Provided to Board Staff.
04. PAR – Alayzsha Murga					Sign	Board Signed - Copy Provided to Board Staff.
05. PAR – Evan Little S					Sign	Board Signed - Copy Provided to Board Staff.
O6. Corrections CBA 2022-2023 Si					Sign	Board Signed - Copy Provided to Board Staff.
07. PMA – Certified Medical Assistant Approv					Approve	Board Approved Position Management Action.
08. PMA – Peer Recovery Coach Approve					Approve	Board Approved Position Management Action.
09. Renew Teamsters CBA 2022-2023					Sign	Board Signed - Copy Provided to Board Staff.
Executive Session						Action / Direction
Start:	2:10 PM 2:56 pm	Length:	45 min 5 min	End:	2:55 PM 3:01 pm	Action taken after Executive Session(s): No decisions/actions were made by the Board. Wolinstruction was provided to staff.

Pursuant to RCW 42.30.110(1)(f), Commissioner Jones called an Executive Session to order at 2:10 p.m. to go until 2:55 p.m. regarding Personnel Disciplinary Matters. In attendance were Commissioners Stone and Jones, Kirk Eslinger and Decorah Anderson, Human Resources, and Dave Bren, Public Works. The session was continued to 3:01 p.m. Commissioner Jones closed the session at 3:01 p.m.

Personnel Action Request (PAR) for the salary, wage and/or position change for Alayzsha Murga and Brittany Bevier, District Court; and Evan Little, Technology Services.

Working Agreement by and between the Grant County Sheriff's Office and Teamsters, Food Processing Employees, Public Employees, Warehousemen and Helpers, Local Union No. 760 – Corrections. Term is January 1, 2022 – December 31, 2023.

Working Agreement by and between Grant County and Teamsters Local Union No. 760 – Clinical Staff. Term is January 1, 2022 – December 31, 2023.

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Grant County Commissioners Minutes Week of March 20, 2023

3:30 p.m. – 4:00 p.m.

B Hill, Public Defense Update

- Judge trials are continuing.
- They are short attorneys as they recently lost one.

TUESDAY, MARCH 21, 2023

The session was continued at 8:15 a.m. with Commissioners Jones and Stone in attendance. Commissioner Carter attended via Webex at 8:22 a.m.

8:15 a.m. – 8:30 a.m.

Z Kennedy, Legislative Update

- The 17, 13 and 15th District legislators voted in favor of the proposed Accessory Dwelling Unit (ADU) bills that were proposed in the House and Senate. 1337/5235
- Pesticide Advisory Board

8:30 a.m. – 9:00 a.m.

K McCrae, Prosecuting Attorney's Office Update

Pursuant to RCW 42.30.110(1)(i), Commissioner Jones called an Executive Session to order at 8:32 a.m. to go until 8:37 a.m. regarding Litigation. In attendance were Commissioners Carter, Stone and Jones, Kevin McCrae and Rebekah Kaylor, Prosecuting Attorney's Office. The session was continued to 8:42 a.m. Commissioner Jones closed the session at 8:42 a.m.

• Department of Social and Health Services "Terms and Conditions": Rebekah Kaylor reviewing these new requirements for COVID vaccinations. Sheriff's Office/Renew/New Hope/Juvenile Court and Youth Services may be affected.

9:00 a.m. – 9:30 a.m.

S Palacios, Juvenile Court and Youth Services Update

- Financial
- Intakes
- Courts:
 - Offender/Diversion:
 - o Truancy:
 - o Dependency:
- Chelan County: Smooth transition from Martin Hall / Transportation
- Administration: Interviews for legal secretaries this week.

9:30 a.m. – 10:00 a.m.

Museum Advertising Discussion Meeting

• Advertising budget in the amount of \$11,000.00 was approved in 2023. They didn't apply for LTAC funds so this year so current expense will be funding this expense.

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Grant County Commissioners Minutes Week of March 20, 2023

10:00 a.m. – 11:00 a.m.

J McKiernan, Fairgrounds Update

- Staffing status
 - (1) Seasonal so far with one more to start next week
 - Office seasonal (1) to start around May 1 and one around mid-June
- WSDA Health and safety grant
 - Potential lighting project, matching funds?
- FAC attendance policy: Draft presented.
- Contracts
 - o Rodeo
 - o Carnival
- P and L through February
- Long term planning session: Seasonal employees are difficult to find. What's our 3-5-10 year plan?

11:00 a.m. – 12:00 p.m.

D Bren, Road Improvement District Study Session Anticipated Executive Session

Road Improvement District (RID) can be approved by a vote of the people. In 2005/2007 Cost Share program was amended through Resolution No. 07-136-CC. Original Resolution No.77-039-CC. Adams County is going back to "primitive roads". The initial investment is high to start this gravel to oil cost share program, but maintenance would be lower. Labor and equipment costs are not included in the RID process.

Potential use of the "ranking system" for decisions on which projects get completed. Phases of implementing an RID:

- 1. RID Formation: initiated by Commissioners or by Protest Method / or Neighborhood
- 2. Construction of the RID
- 3. Pay for the RID

Once approved, the Treasurer begins collection of assessments and the "assessment is a property lien until repaid in full". The county has the option of contributing to the project or placing all financial costs on the petitioners. Jerome Wawers was in attendance and gave historical input.

12:00 p.m. – 1:00 p.m.

R Jones w/ L Ohl

1:00 p.m. – 2:00 p.m.

S Castro, Public Works Update (Commissioner Jones was absent until 1:15 p.m.)

- Solid Waste
 - o MLED Update
 - o Green House Gases Reporting
- Public Works General Update
 - o Tracking Sheet

- New Hires
- o Employee Retention: Working with HR, exit interviews needed.
- o CDS, Thank You Letters
- o Professional Development Academy Scholarship
- o Bilingual Pay
- ALPR Automatic License Plate Reader Policy implementation.
- Certified Public Official (CPO) Training New Certification
- Bailey Bridge Parts Purchase
- Pavement Condition Survey
- Safe Streets for All (SS4A) RFQ
- Public Works Engineering/Roads
 - o Bridge Designs allow for extension.

2:00 p.m. – 3:00 p.m.

Commissioner's Meeting

- Call to order
- Open Forum for Citizen Input (3 minutes per person, 15-minute time limit) None
- Approval of Agenda A motion was made by Commissioner Stone, seconded by Commissioner
 Jones, to approve the agenda as presented. Commissioner Carter was absent from the vote.
- Correspondence (ie. Emails that have come in that need response, letters of support etc.) None
- Commissioners Roundtable Miscellaneous Discussion
 - DS: Eastern Washington Council of Governments letter to state legislators regarding opposition to breaching the four Lower Snake River Dams.
 - Janice Flynn: Japanese background check for exchange students, cannot use DSHS.
 They can run through the Washington State Patrol for background checks.
 - Commitment of \$40,000 of CHG funds, HopeSource has not yet been awarded the contract. Hopefully will know by end of the week. If it is not awarded, New Hope our Housing Authority could use the funding as well.
 - o Monthly billing to be given by Reina for Japanese Exchange Student program.
- Consent Agenda (Items 1 through 24) All items are considered routine and will be enacted by
 one motion of the commissioners with no separate discussion. If a separate discussion is
 desired, that item may be removed and placed under Board Discussion/Decision. A motion was
 made by Commissioner Stone, seconded by Commissioner Carter, to approve the consent
 agenda as presented. The motion passed unanimously.

AUDITOR'S OFFICE

1. Payment of vouchers certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by the auditing officer as required by RCW 42.24.090, as recorded on a listing and made available to the Board. (In the amounts of \$594,699.95 and \$155,331.82)

COMMISSIONER'S OFFICE

2. Invoices

- 3. Request from Ricardo Gutierrez, Diverse Society Car Club, to utilize the front of the Courthouse for a car show on July 1 or July 29, 2023. (It was approved for July 29)
- 4. Washington State Department of Commerce Associate Development Organization Certification (ADO) / Designation Form designating Grant County Economic Development Council as the Associate Development Organization to coordinate economic development services for Grant County.
- 5. Authorization for release of BOCC Approved Funds, Department of Commerce, E-RAP 2.0 Grant #21-4619C-108, Opportunities Industrialization Center (OIC), Request #16, in the amount of \$50,355.80.

CENTRAL SERVICES

- 6. Recommendation to award project CSD 2301 to Eastside Asphalt in the amount of \$59,510 for the infill and paving of an area being prepared for new horse barns at the Grant County Fairgrounds.
- 7. Recommendation to award project CSD 2302 to Stans Construction and Son in the amount of \$215,036.68 for the purchase and installation of two new horse barns at the Grant County Fairgrounds.
- 8. Recommendation to award project CSD 2303 to J.M. Pacific in the amount of \$78,553.20 for the leveling and concrete installation for three horse barns at the Grant County Fairgrounds.

PROSECUTING ATTORNEY'S OFFICE

9. Out-of-state travel request for Jeremiah Jensen to attend NADCP Rise2023 Conference in Houston, TX. Dates of travel are June 24, 2023, through June 30, 2023. Total Cost of travel is \$3,800.00.

PUBLIC DEFENSE

10. Out-of-state travel request for Brett Hill to attend NADCP Rise2023 Conference in Houston, TX. Dates of travel are June 24, 2023, through June 30, 2023. Total Cost of travel is \$3,800.00.

PUBLIC WORKS

- 11. **Resolution No. 23-027-CC** initiating County Road Project designated as CRP NO. 23-03, resolving that Bridge 248 Road 11-SE, State Road Log No. 24500 from milepost 4.21 to milepost 4.22 be improved.
- 12. Request to purchase Bailey Bridge Parts from Sole Source Vendor, Bailey Bridge Inc. The estimate provided by the vendor for the parts is \$11,370 including freight, not including sales tax. (Resolution No. 23-027-CC)

RENEW

13. DSHS-DDA Agreement for Contract 2163-24991, Amendment 2 for an increase of \$48,973.00 effective February 1, 2023, through June 20, 2023.

- 14. Out-of-state travel request for Angelino Serrano to attend American Association of Suicidology's 56th Annual Conference in Portland, OR. Dates of travel are April 17, 2023, through April 22, 2023. Total Cost of travel is \$2,784.40.
- 15. Out-of-state travel request for Bethany Escamilla to attend American Association of Suicidology's 56th Annual Conference in Portland, OR. Dates of travel are April 17, 2023, through April 22, 2023. Total Cost of travel is \$2,784.40.
- 16. Out-of-state travel request for Carrie Redding to attend CPI Instructor's Conference in Indianapolis, IN. Dates of travel are July 22, 2023, through July 26, 2023. Total Cost of travel is \$2,672.90.
- 17. Out-of-state travel request for Hector Zavala to attend American Association of Suicidology's 56th Annual Conference in Portland, OR. Dates of travel are April 17, 2023, through April 22, 2023. Total Cost of travel is \$2,784.40.
- 18. Out-of-state travel request for Jose Fariaz to attend American Association of Suicidology's 56th Annual Conference in Portland, OR. Dates of travel are April 17, 2023, through April 22, 2023. Total Cost of travel is \$2,784.40.
- 19. Out-of-state travel request for Megan Watson to attend CADCA Mid-Year. Dates of travel are July 15, 2023, through July 21, 2023. Total Cost of travel is \$3,582.77.
- 20. Request to proceed with finishing renovations at the new Royal City location to make facilities ADA compliant. Previously approved bid was for \$ 19,094.43. Renovations can now be accomplished in less than 2-weeks for \$10,000.00. Funds for completion of this project will come from previously approved Capital Outlay (594.64.6400)

SHERIFF'S OFFICE

- 21. 2022 Emergency Management Performance Grant (22EMPG) Agreement No. E23-204 in the amount of \$ 59,809.00 to provide U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Federal award funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards through sustainment and enhancement of those programs described in the Work Plan.
- 22. Request to have parcels 170085000 and 170082000 legal owner name changed from Grant County Sheriff's Department ORV to Grant County. Both parcels are in the existing off-road vehicle park commonly known as Moses Lake Sand Dunes.

TECHNOLOGY SERVICES

- 23. Purchase order No. 458 in the amount of \$8,770.79 to Ednetics for the Software Maintenance Annual Service Renewal.
- 24. Purchase order No. 456 in the amount of \$ 119,365.41 to Acctec A Systems Integrator for the Annual License, Maintenance & Updates for Microsoft Dynamics GP.
- Board Discussion/Decisions Items (Items to discuss and items that were removed from Consent Agenda. These items will be acted upon together) A motion was made by Commissioner Stone, seconded by Commissioner Carter, to approve the walk-on item as presented, using Law and Justice Funds. The motion passed unanimously. (It was later determined L&J funds were not available so Current Expense funds will be used)

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Grant County Commissioners Minutes Week of March 20, 2023

- Sheriff's Office request to purchase a new photocopier in the amount of \$9,994.00. This
 was originally submitted in their 2023 budget but was removed due to lower necessity.
 Unfortunately, their copier broke completely and no longer works and a new one is
 needed ASAP.
- Adjournment

2:30 p.m. – 8:00 p.m.

R Jones, Moses Lake Business Expo

4:00 p.m. – 5:00 p.m.

D Stone, Position Management Review Team Meeting (Cancelled)

MISCELLANEOUS ITEM

Emergency Accounts Payable Batch in the amount of \$4,428.50 for Renew Emergency Housing voucher.

WEDNESDAY, MARCH 22, 2023

10:30 a.m. - 11:30 a.m.

D Stone w/ Prosecuting Attorney's Office to discuss the Department of

Social and Health Services (DSHS) Terms and Conditions

12:00 p.m. – 1:00 p.m.

Grant County CHI Monthly Meeting

1:00 p.m. – 2:00 p.m.

C Carter, North Central Region Diversion Workgroup (Zoom)

1:00 p.m. – 2:00 p.m.

R Jones, Verizon Meeting with GCTS, Central Services

1:00 p.m. – 1:30 p.m.

D Stone w/ S Castro

2:00 p.m. – 2:30 p.m.

D Stone w/ C Young

THURSDAY, MARCH 23, 2023

C Carter at CBDL Board Meeting (TBD) (Did not attend)

9:00 a.m. – 4:30 p.m.

BOARD OF EQUALIZATION HEARINGS

1:00 p.m. – 2:00 p.m.

R Jones, Grant County Jail OAC Meeting (Cancelled)

3:30 p.m. – 5:00 p.m.

R Jones w/ Washington State Department of Fish and Wildlife

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5:30 p.m. – 6:00 p.m.

D Stone, Meeting w/ Hartline Fire Chief (Cancelled)

7:00 p.m. – 8:00 p.m.

R Jones, Moses Lake School Board Meeting

FRIDAY, MARCH 24, 2023

12:00 p.m. – 1:00 p.m.

D Stone, 2023 Legislative Virtual Update

1:00 p.m. – 2:00 p.m.

D Stone, Meeting w/Doug Croft

MISCELLANEOUS ITEM

Letter to the Washington Legislators of Districts 7, 13, and 15 regarding Accessory Dwelling Units (ADUs) proposed during the 2023 Legislative session and that the Grant County Commissioners do not support those bills.

signed this	_ day of, 2023	•
		BOARD OF COUNTY COMMISSIONERS Grant County, Washington
		Rob Jones, Chair
		Cindy Carter, Vice-Chair
Attest:		
		Danny E. Stone, Member
Barbara J. Vasquez, C	 CMC	